

MODERN

APPRENTICESHIPS

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 SQA



DEVELOP

SKILLS

GET

QUALIFIED

GET

PAID



Our established apprenticeship programmes offer valuable workplace skills and experience.

At SQA, you will be part of an innovative public sector organisation, working across several areas of business, giving you a well-rounded experience. By combining a nationally-recognised qualification with on-the-job training, an SQA Modern Apprenticeship will give you the knowledge and transferable skills you need to give you an excellent start to your career.

Designed for young people with a fresh-thinking attitude who are ready to join the world of work, our apprenticeship programmes offer great opportunities for you to develop your skills and start your career in a supportive and dynamic environment.



GET

QUALIFIED

We offer both one- and two-year Modern Apprenticeship programmes where you will gain an industry-recognised qualification that will help you to progress in your future career or further education.

For both programmes, you will work towards a Scottish Vocational Qualification (SVQ) in Business and Administration, which is assessed on-the-job. For the two-year programme, you will also be working towards a Higher National Certificate (HNC) in Business, which you will study at college on day-release.

THE FUTURE

Once you achieve your Modern Apprenticeship, you can choose to apply for a permanent role with SQA or with another employer.

To date, 85% of our Modern Apprenticeship graduates have either secured permanent positions at SQA — working in our human resources, marketing, and customer services teams — or gone on to secure employment elsewhere, further training or education at college or university.



The support from my line manager and the rest of my team have been so good as they have been very supportive and helpful in order for me to be feeling settled in, they have spent each day teaching me new skills and information.

LOCATION LOCATION

We have two office locations — our **Lowden office at Shawfair Business Park** near Dalkeith on the outskirts of Edinburgh, and our **Optima office in Glasgow city centre**.

We operate a smarter working programme, so you may not be based in our offices 100% of the time — you may also be asked to work from home.

LOCATION



**OUR
MODERN
APPRENTICESHIPS**

PROGRAMMES

Who are they for?

→ Our Modern Apprenticeships are open to all young people aged between 16 and 19, and up to 29 if you are disabled and/or care-experienced.

One-year Modern Apprenticeship (SVQ)

→ Entry requirements — none

Two-year Modern Apprenticeship (SVQ and HNC)

→ Entry requirements — one Higher in a business-related subject

WHAT WOULD I BE DOING?

- Customer Support
- Logistics
- Operations
- Events
- Digital Development
- Accreditation

As a Modern Apprentice, you will develop your business and administration skills by carrying out real day-to-day work tasks. You will be integrated into various teams throughout SQA, where you will play a key role and gain valuable skills. For the two-year apprenticeship programme, you will work in two business areas, giving you the opportunity to work in different teams.



Throughout your apprenticeship, you will also work closely with a career development mentor to help you identify your career goals and gain the right experience from the programme.



The team has been excellent in helping me gain new skills and processes. I've found that there are so many people to talk to such as mentors, buddies and line managers.

LEVEL UP!



YOUR RESPONSIBILITIES

Over the course of your Modern Apprenticeship, you will provide administrative support to a specific business area within SQA, and gain practical knowledge and experience in a variety of working environments, such as:

- providing administrative support to business areas across SQA, eg diary management for teams, room bookings, raising and processing purchase orders and invoices, and communicating with other teams and external colleagues
- following SQA's current process and procedures, and contributing to our continuous improvement commitments
- providing a high level of customer service, by responding to queries quickly and accurately, and building and maintaining positive customer relationships
- being a positive ambassador for the Modern Apprenticeship programme at internal and external events

You will also be responsible for working towards your qualification. Time will be set aside for you to do this, but you will be responsible for completing any assignments you have been given. You will also be assigned an assessor who will assist you with completing your SVQ and/or HNC.

BENEFITS

OF

WORKING

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SQA Modern Apprenticeships offer a highly competitive rate of pay, and many other benefits.



A starting salary of £19,108 per year.

An industry-recognised qualification

An SVQ, or SVQ and an HNC for the two-year programme.

Annual leave

27 days per calendar year (as well as 14 public holidays).

Supporting your wellbeing

24/7 access to our employee assistance programme; occupational health; mental health first aiders; an award-winning wellbeing group; and our 'make a change' support group which promotes informative health campaigns.



Pension scheme

Membership of Strathclyde Pension Fund, whereby SQA contributes 19.3% of each member's salary.



Savings

Access to SQA Lifestyles — an online platform where you can make everyday savings with supermarkets, cinemas, holidays, and clothing and electronic retailers.

Training and development

Support with your professional and personal development with access to in-house and external workshops and online training modules via the SQA Academy.



Responsible business

SQA colleagues are granted 21 hours each year to take part in volunteering activities — a chance to give back and help the community, as well as an opportunity for personal development.



Community networks

We have a range of staff-led networks that promote awareness for different causes. Our informal committee hold regular fundraisers to support our corporate charities.

WHAT DO I NEED TO



GOOD
LUCK

APPLY?

There are no formal entry requirements for the one-year Modern Apprenticeship. For the two-year Modern Apprenticeship programme, you must have a Higher in a business-related subject such as English, Mathematics, Social Sciences, Economics, Business Management and/or Administration.

For both the one and two-year programmes, you must also be able to show us evidence in your application/interview of the following skills:

- a good level of written and verbal communication skills
- be able to use Microsoft Office, including Outlook, Excel, and Word
- an understanding of how to be customer-focused
- be capable of planning your day and prioritising tasks and activities

Our Modern Apprentices are valuable members of our teams. As part of your apprenticeship, we will work with you to develop employability skills, and give you the opportunity to demonstrate these throughout your placement. You may also have the opportunity to apply for other roles within SQA once you have completed your apprenticeship.

**THE
JOB
BOARD**

SQA
(THE EMPLOYER)

Based in Scotland, SQA is Scotland's national awarding and accreditation body and international leader in education and training. We are trusted to oversee thousands of qualifications that are available in schools, colleges, training centres and workplaces — not just in this country, but around the world.

SQA is a not-for-profit government-sponsored agency, accountable to the Scottish Government, and we sit at the heart of Scotland's world-renowned education system.

100

SQA have 100 years' experience in developing qualifications and qualification systems.

9000

SQA employs over 900 people across our offices in Glasgow and Dalkeith.

25

Over 25 years' experience of working internationally in partnership with governments, colleges, universities, schools and industry.

OUR

VALUES

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Trusted

We act in ways that build confidence with our colleagues, customers and all our stakeholders.

Progressive

We are aspirational in our efforts and achieve challenging goals that position us as leaders in our field and in our ways of working.

Enabling

We support and empower our people and our customers to achieve their goals.

www.sqa.org.uk/sqamodernapprenticeships